

DRAFT
Weston Public Library Board Meeting
March 1, 2016

PRESENT: Lynne Langlois, Rick Ross, Anne Hunt, Denis Toner, Barbara Groves, Pam Kersey, Michael Bellacosa and Director Karen Tatarka

ABSENT: Amy Sanborn

Co-Chairman Bellacosa called the meeting to order at 7:50 PM.

TREASURER'S REPORT

Treasurer Toner had nothing new to report.

BUDGET

Director Tatarka announced that the Selectmen approved the library budget for \$3,000 instead of \$5,000. Selectman Spaulding suggested that our per capita expenditure be increased to be more in-line with surrounding towns. Director Tatarka will work on statistics to support this increase for next year's budget.

The Board of Finance meeting conflicts with our regularly scheduled Library Board meeting on April 5. The sense of the meeting was that we not change our meeting date.

SPACE PLANNING

Director Tatarka confirmed that the renovation committee will be comprised of the Library Board and the Building Committee. The next meeting is March 2 at 7:30 in the library Community Room. At the request of the Building Committee, Michael Tribe had a specialist come to the library to evaluate the heating and cooling system. The suggested change to the older part of the building would divide the system into three sections. This change would be costly.

The report which just arrived from Daedalus has much lower expenses for the removal of the asbestos than originally thought. We will have to wait for the bids to know the expected cost.

The Building Committee requested a number of changes which Mr. Tribe will try to incorporate into the revised plans. They would like to see additional exterior lighting around the library. Member Langlois did not think this would pose an issue for the Historic District Commission. Further, the Committee requested upgrades in the electrical system. Since these upgrades would be beyond the scope of our original plan, they may need to go back to the Town to request additional funds.

It was disclosed that any part of the library that is involved in renovation needs to be tested to be sure there is no asbestos. There is some concern that the adhesive in the newer part of the building may have asbestos. If remediation is needed, it may be grant eligible.

Director Tatarka discussed the estimates she e-mailed the Board about storage movers. Any project that exceeds \$10,000 must go out for public bid. Since William B. Meyer is a state contractor, the company would be grant eligible. Of the three estimates, Meyer was just a bit more expensive than Clancy. Since timing may become a factor, Member Langlois moved that Director Tatarka contract Meyer for the amount up to the estimated cost of the move with the stipulation that she try to negotiate a slightly

better price. Of the three companies, Meyer was the only one who came out to see where the collection would be stored at Emmanuel Church. Member Ross seconded the motion. The motion passed unanimously.

Director Tatarka suggested that a press release go out to explain to the town that the library is not closing for the summer during the renovation. Rather, the library will operate out of the Community Room. She has had several inquiries about the closing. Member Groves offered to draft a release. She will include the information that the project is about to go out to bid. It was suggested that the Friends could also send out a blast to the membership.

The next Board of Finance meeting is Monday, March 7. Chairman Steve Ezzes contacted Chairman Sanborn expressing how impressed he was with the library facilities and programs. He requested a brief presentation on what is happening regarding the renovation at their next meeting. Director Tatarka will work on this additional project.

Tom Newman has received the contract and is forwarding it to the State Librarian for approval. Upon approval, the project can go out to bid.

DIRECTOR'S REPORT

The gate count for February was 4,805 which is up 12% over February of last year. The circulation was 3,639, up 13% over last February. In large part, the increases are due to the additions to the collection by Pamela Wilonski. In particular, the early reader section has improved. For the first time, the children's print circulation has surpassed the adult circulation with an almost 70% increase. The teen programs have been slower to get established. Funds for programming have been helped by the profits from the book sales.

Director Tatarka and Ms. Wilonski went to the Middle School and promoted use of library cards, renewing some and issuing new ones. The students were impressed with the 3-D printer and have been coming to the library to use it. It is hoped that by teaching them how to use it, they will teach others.

FRIENDS

The Marc Berger concert was held on Saturday.

The poetry reading program was on Sunday.

The movie this month will be *Brooklyn*. This will be the last movie before renovation starts.

Play with Your Food will continue.

The Friends would like to hold a gala event to celebrate the re-opening of the library once the renovation is completed.

MINUTES

Member Kersey moved to accept the February minutes as amended. Member Groves seconded. The motion passed unanimously.

OLD BUSINESS

Director Tatarka reported on the evaluation of the sample mugs that arrived. The stainless steel mug kept the beverage hotter for a longer time. Another plus was that it was dishwasher safe. The second mug requires two hands to open it which makes it ineffective if you are driving. Also, the second mug had a brewing basket at the top for tea leaves. The problem was that the tea leaves sometimes came

through the basket when you tried to take a drink. The staff preferred the stainless mug. There was a discussion about asking the Friends to help us with this project but the sense of the meeting was that the Board would incur the expense ourselves. Further, it was decided to wait until after renovation before buying the mugs to avoid a storage problem. Member Toner said that once the logo is created digitally, it will be ours to keep to possibly use on other projects.

Member Groves prepared a letter to Keith Brooks about the Senior Art Show requesting further clarification on certain aspects of the show. The sense of the meeting was that the letter was acceptable and Member Groves will mail it.

NEW BUSINESS

None

Member Ross moved to adjourn. Member Langlois seconded. The motion passed unanimously. The meeting adjourned at 9:21 PM.

Respectfully submitted,

Anne Hunt
Secretary

Approved April 11, 2016

Miscellaneous

- I took advantage of the opportunity provided by the BOE to meet with the consultants hired to conduct the new superintendent search. One of the items those in attendance stressed was the need to partner with other community and Town organizations and the need to make visible to the community the resources and services provided at the schools.

Renovation

- *State Contract:* Tom Landry prepared the contract and notification of applicant funding. They were mailed 2/19. The required insurance documentation was sent via email on 2/23. The State Librarian needs to review the contract and return it to the Town before any contracts for construction or furniture are signed.
- *Library Movers:* I have received three proposals, per Tom Landry's instructions. The part of the move related directly to the remediation work is estimated at over \$10,000.
 - Town Attorney Pat Sullivan is working on a contract for storing the collection and other equipment at Emmanuel.
 - I will meet with Asst. Superintendent Ken Crow on Mar. 10 to discuss a possible staging location at the schools for refurbished furnishings as they return. I also hope to inquire after the makerspaces they are currently including and also the learning commons budget request.
- *IT:* I have presented the suggestions from both Bibliomation and the school's IT department to the architects to be included in the drawings for the project. This relates mostly to Ethernet wiring and suggestions for the location of POTS lines and power outlets.
 - Bibliomation and the school's IT department have also proposed a way to upgrade the WiFi we provide to the public and keep it running during the renovation. I am working with the cable company on that now.
- *Building Committee:* The newly formed Library Building Committee met on 2/17 to further review the project. Richard Wolf was elected chair of the committee and Amy Sanborn as vice chair
 - The Building Committee has asked the architect to include several add alternates, including modifications to the heating/cooling system, exterior lighting, additional interior electrical work.
 - Michael provided a draft of the bidding specifications for review on 2/24 and 2/26. This was distributed to all members of the Library Building Committee and Town Attorney Pat Sullivan to make sure all State requirements are included. The current set of drawings was sent to all Library Building Committee members on 2/25, and a revised set on 2/26. Michael will also prepare the invitation to bid that will include all of the wording required by the State and will send that to Tom Landry. Michael will also send all required documents and drawings to the State Library for review, per grant requirements.
 - The Building Committee approved the additional testing required for the 80s and 90s portions of the building. That testing was performed on 2/26 and we will have a complete report by 3/4.

- Next meeting: 3/2 at 7:30pm. Please remember we need 9 people from the joint committee to have a quorum.

Budget

- The First Selectman presented her budget on 2/8 and the Board of Selectmen approved it on 2/22. Our budget was approved as we presented it in November with the exception of our materials line (we received \$3,000 rather than \$5,000) and our capital items. Selectmen Spaulding indicated that he would like to see Weston's Library budget be more on par per capita with surrounding towns.
- Board of Finance reviews the budget 3/7.

Technology

- Rose is planning a series of events for Teen Tech Week (starts March 6). She has made contact with the Middle School Robotics Club and hopes to have our new group of Middle School 3D printer users volunteer to help at the event (see below).
- We are still working on a WEF grant. We found that Chromebooks cannot meet our needs. The schools might be willing to downcycle some laptops to us. If not, we will request refurbished laptops through TechSoup.

Programs

- Pamela had a full day of programs schedule for Take Your Child To The Library Day, all at no cost. She was able to reach out to a band from the High School to perform in the afternoon.
- Pamela and I did a library card drive at the Middle School. This was coordinated through Dana Goetz. Pamela talked to 6th and 7th graders about the resources and programs at the Library while I verified cards or issued new ones. Students were excited to meet her. Immediately after, we had a group of 7th graders come in to use the 3D printer. They have now become regulars. She was also able to recruit some volunteers to help her with her programming.
- Pamela is doing a series of book talks during the book exchanges at Hurlbutt this week.
- Pamela is starting a book group for early readers.
- March will be the last time we offer Movie Night until the renovation is over. Similarly, we will not be offering any Tech Tips workshops.